

**Cedar Hammock Country Club**  
**Chelsea's Tee Time Quick Steps - Requests**

Call (239) 354-3077. You will be asked to enter your member number (and record your name if not previously recorded) at the beginning of the call. By being prepared, you will find the telephone system very easy to use. To enter guests enter your member number again. The system asks the following:

Make Request Questions	Valid Response	Member's Input
Main Menu	1=For Request	
Type Of Request	1=Make a Request	
Date Wanted	MMDDYY	
Is Day And Date Wanted Correct	1=Yes, 2=No	
18 Or 9 Holes	1=18 Holes, 2=9 Hole Ride, 3=9 Hole Walk	
Number of Players	1 to 4	
Captain's Number	6 digits	
Player 2's Number	6 digits	
Player 3's Number	6 digits	
Player 4's Number	6 digits	
Time Desired	4 digit time (i.e. 0830)	
Repeat Request Or Post Now	1=Repeat Request, 2=Post Request now	
If Option 1 - Repeats Request	No Response	
If Option 1 - Accept Request?	1=Yes, 2=No	
(Repeats Request Number)	No Response                      Write number here →	
Want To Send Emails?	1=Yes, 2=No (Only asked if email addresses exist)	
Repeat Request #, Link or Exit (1)	1=Repeat Request #, 2=Link Request, 8=Menu, 9=Exit	

(1) Will only ask the caller if they want to link the request if they had 3 or more players in the request they just entered, and they have not exceeded the maximum number of link requests allowed by the club. Otherwise the question would only ask if they want to repeat the request number again, return to the main menu or exit the system.

Cancel Request Questions	Valid Response	Member's Input
Main Menu	1=For Request	
Type Of Request	2=Cancel a Request	
Request Number	5 digits	
Member Number	6 digits	
(Repeats Request)	No Response	
Cancel Or Keep	1=Delete Request, 2=Keep Request	
(Repeats Request Cancel Number)	No Response                      Write number here →	
Want To Send Emails?	1=Yes, 2=No (Only asked if email addresses exist)	

**Edit a Request:** To edit requests select option 1 (For Requests) from the main menu, then select option 3 (Edit a Request). You can change the time, change the holes, add players, delete players or replace players.